

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 020-06

OPEN TO: CURRENT EMPLOYEES OF THE MISSION, U.S. CITIZEN
ELIGIBLE FAMILY MEMBERS (AEFMs), ELIGIBLE FAMILY
MEMBERS (EFMs), AND MEMBERS OF HOUSEHOLD (MOH)
- ALL AGENCIES

POSITION: CHAUFFEUR/EXPEDITOR
FSN-420-4; FP-AA**

OPENING DATE: July 18, 2006

CLOSING DATE: August 1, 2006

WORKING HOURS: FULL TIME: 40 hours per week

SALARY: Not-Ordinarily Resident (NOR):
US\$ 22,519 p.a. (Starting Salary) ; Position Grade: FP-AA
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)
Ordinarily Resident (OR): KD 5,191 p.a. (Starting Salary)
(Position Grade: FSN-4)

Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Chauffeur/Expeditor in the Motorpool Section of the General Services Office.

BASIC FUNCTION OF THE POSITION

The incumbents of this position provide driving and expediting duties; expedite Embassy Mission staff, visitors or goods; negotiate with Ministries and private offices for processing of documents and release of information; operate Embassy passenger vehicle in support of Mission functions.

Duties include:

- Transport American Diplomatic staff, FSNs, CODELS, VVIPs, VIPs and delegations to various locations.
- Expedite outgoing, incoming persons, visitors, pets and lost luggage at the airport. Also, expedite outgoing and incoming unclassified pouch and cargo from the airport.
- Facilitate issuance of visas for visitors who arrive at the airport and solve problems associated with VIP visits.
- Process all types of documents to the Ministries and companies and follow-up on all official transactions.
- Handle cash for official transactions with the Immigration Department, Ministry of Energy, Ministry of Communication and KNPC etc.
- Purchase spare parts for the Embassy vehicles from various vendors.
- Conduct daily inspection of vehicles, complete daily vehicle forms and report any mechanical problem.
- Perform some shift work and weekend work. Incumbents will be on call for any emergency requirements including evenings and weekends.

QUALIFICATIONS REQUIRED:

1. Completion of secondary school education.
2. Two to three years of driving experience in Kuwait. At least one year of professional chauffeur experience in Embassy motorpool section or other agency.
3. Level II (limited knowledge) of Arabic and Level III (good working knowledge) of English.
4. Knowledge of appropriate host government offices to approach for processing requests. Must also be aware of the political and legal regulations involved in their transactions.
5. Knowledge of roads and the building layouts of government offices, commercial and military airports, and important businesses.
6. Ability to deal with contacts with tact and diplomacy and use knowledge independently without the aide of a supervisor.
7. Possession of a valid Kuwaiti driver's license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION PROCESS:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB AUGUST 1, 2006

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.